

DMS 63- 2238

24 MAY 1963

Bldg & Cr 3

MEMORANDUM FOR : Deputy Director (Support)

SUBJECT : Proposed Construction of
Recreation Facility

1. This memorandum contains a recommendation submitted for your approval. Such recommendation is contained in paragraph 4.
2. At the present time there is located in room 1J37 insurance, exit processing, pre-exit interviewing, outplacement, and recreation functions. As a result, the room is highly congested and the location in one room of these varied programs is not only undesirable, but is becoming the subject of increasing difficulties and criticism. For this reason, we have made a continuing effort to relocate some of these functions and to correct the congestion. Recently, the Chief, Logistics Services Division suggested that some relief could be obtained by removing the recreation facility from room 1J37 and transferring it to a new area which could be constructed with only simple and relatively inexpensive construction. Pursuing this suggestion further, we obtained an architectural drawing of the proposal, a copy of which is attached. In addition, and at the request of the Chief, Logistics Services Division, a representative of this office met with the Fine Arts Commission and discussed the proposed plan. On 14 May 1963, the Commission informed us of their concurrence with the plan, subject to further consultation with the Commission on the type and color of drapes that would be used and on any plan to paint corridor posts. In addition, we have discussed this proposal with the Deputy Director of Security who approves the facility from a security stand point.
3. Our desire to relieve the congestion in room 1J37 coincided with our development of the concept of an employee association. You will recall that an integral part of this association is a ticket service. We have always been aware that the employee association and an active ticket service would add even more to the congestion and confusion in room 1J37 and that this activity would have to be relocated. Installing the recreation activity at the entrance to the northeast cafeteria would solve this problem as well as add to the convenience of employees who wish to deal or consult with our recreation officers.

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4. It is recommended, therefore, that approval be granted for the installation of a recreation facility at the entrance to the North Cafeteria.

Emmett D. Echols
Director of Personnel

The recommendation in paragraph 4 is approved:

/s/

27 MAY 1963

L. K. White
Deputy Director (Support)

Distribution:

0 & 1 - D/Pers
(2 - DD/S Chromo, Subject)
1 - C/BSD *mr/f*

STAT OP/BSD/ [redacted] bhd (23 May 1963)

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CENTRAL INTELLIGENCE AGENCY
OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	INITIALS	DATE
1	Mr. Floyd		hal/p
2	John W. White		lkw/p
3			
4			
5			
6			
ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE

Remarks:

1: Recommended telecon check
with Executive Director
for policy on space conversion.
2: Recommended your signature

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.

DATE

JHP

27 May 1963

Colonel White:

The cost estimate for the construction proposed in the attached memorandum is:

Furniture	\$1870
Draperies	730
Partitions	300
Telephones, Power, etc.	<u>100</u>
Total	\$3000

The Office of Personnel will furnish funds for the furniture from FY 64 money because it will require a procurement action and the deadline for procurement from FY 63 funds passed about two weeks ago. Personnel is working on a plan which would eliminate the requirement for draperies. The partitions, telephones and power requirements would be funded by Logistics as with any other requirement for office space.

RHW
RHW

Attachment:

Memo dtd 24 May 63 to DD/S
fr D/Pers, subj: "Proposed
Construction of Recreation
Facility" w/att.

*I believe I can make
arrangements to get all
of the above from FY 63 funds
JHP*

Concur

-H.S.C.J.

29 May '63

ADMINISTRATIVE - INTERNAL USE ONLY